# Direct Loan Tools Reports



This section provides samples of and overview information regarding the variety of reports that can be generated using Direct Loan (DL) Tools Release 14.0 to assist your Direct Loan processing and reconciliation performance.

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See Volume VI, Section 8 (COD Reports) of the *2014-2015 COD Technical Reference* for more detailed information on School Account Statement (SAS) files.

All comparison reports are run from the Compare dialog box, which is accessible from the software toolbar or the Tools menu. SAS summary reports are printed from the Print dialog box.

In order for the Internal Ending Cash Balance Report to provide an accurate school ending cash balance, both cash records and loan/disbursement records must be available to the software. Schools that do not use the Cash Management function in DL Tools, do not import loan and disbursement records from an external file, or do not have a connection to EDExpress will not obtain helpful results from this report.

# **Reports**

Using DL Tools, Release 14.0, you can print a variety of reports to assist your Direct Loan processing and reconciliation performance. This section provides a description and an example for each of the following reports:

Located within the Print function:

- Internal Ending Cash Balance Report
- SAS Cash Summary
- SAS Disbursement Summary
- School Account Statement (SAS) Cash Detail
- SAS Loan and Disbursement Detail
- Disbursement Measurement Tool Report (EDExpress schools only)

Located within the Compare function:

- Cash Detail Comparison
- Loan Detail Comparison Loan Detail
- Disbursement Detail Comparison

Each report example represents the 2014-2015 Award Year. Keep in mind that these reports can be run for all program years supported in Release 14.0.

## Internal Ending Cash Balance Report

The Internal Ending Cash Balance Report calculates and displays the school internal ending cash balance based on Cash Receipts and Refunds of Cash entered or imported in Cash Management in DL Tools, and disbursement amounts from your school's EDExpress database or loan/disbursement amounts imported into DL Tools from an external file source (non-EDExpress schools). The cash detail can be imported using the Cash Detail External Add file (DLEXCASH) and the disbursement detail can be imported using the Disbursement Detail External Add file (DLEXDISB). External record layouts are provided in Volume IV, Section 3 of the 2014-2015 COD Technical Reference.

This report is available for all program years supported in Release 14.0. An EDExpress database connection is optional.

When printing an Internal Ending Cash Balance Report, if you have not identified a school code in System setup, then you can identify a particular school code in the DL Tools Print dialog box. If you leave the school code blank in the Print dialog box, then an Internal Ending Cash Balance Report prints for all school codes in your school's database for the designated program year.

Below is an example of an Internal Ending Cash Balance Report – Summary with Disbursement Data Source = EDExpress:

```
Report Date: 02/02/2015
                              U.S. DEPARTMENT OF EDUCATION
                                                                     Page:
Report Time: 12:01:01
                             DIRECT LOAN TOOLS - 2014-2015
               Internal Ending Cash Balance Report - Summary
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
Date Range: 01/01/2015 to 01/31/2015
School Code: G99999
                                                  $268,603
Cash Receipts:
Refunds of Cash:
                                                   $35,135
Total Cash (Receipts - Refunds of Cash):
                                                                            $233,468
Total Disbursement Net Amount from EDExpress:
                                                                            $231,468
Ending Cash Balance (Total Cash - Total Net Disbursements):
                                                                              $2,000
```

#### Example 2

Below is an example of an Internal Ending Cash Balance Report – Summary with Disbursement Data Source = External Source:

```
Report Date: 02/02/2015
                              U.S. DEPARTMENT OF EDUCATION
                                                                     Page:
Report Time: 12:01:01
                              DIRECT LOAN TOOLS - 2014-2015
                 Internal Ending Cash Balance Report - Summary
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
Date Range: 01/01/2015 to 01/31/2015
School Code: G99999
Cash Receipts:
                                                   $268,603
Refunds of Cash:
                                                   $35,135
Total Cash (Receipts - Refunds of Cash):
                                                                            $233,468
Total Disbursement Net Amount from External Data:
                                                                            $233,468
Ending Cash Balance (Total Cash - Total Net Disbursements):
                                                                                   $0
```

Below is an example of an Internal Ending Cash Balance Report – Detail Sorted by Transaction Type:

Report Date: 02/02/2015 U.S. DEPARTMENT OF EDUCATION PAGE: 1 Report Time: 12:12:01 DIRECT LOAN TOOLS - 2014-2015 Internal Ending Cash Balance Report - Detail Sort by: Trans Type THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT \*\*\*\*\*\*\*\*\*\*\*\*\* Date Range: 01/01/2015 to 01/31/2015 School Code: G99999 Trans Type Date Amount. \$3,350 \$3,780 \$4,084 \$5,881 \$9,217 \$9,540 \$40 \$40 \$147**,**483 \$2,000 \$3,650 \$12,332 \$65,000 \$1,247 \$999 \$3,921 \$3,588 \$3,408 \$3**,**335 \$3,312 \$3,179 \$3,124 \$3,095 \$3,037 \$3,011 \$2,000 Refund 01/22/2015 \$125 Total Cash Receipt Records: 14 Total Refunds of Cash Records: 12 \$268,603 Total Cash Receipt Amount: Total Refunds of Cash Amount: \$35,135

## **SAS Cash Summary**

The SAS Cash Summary contains both a monthly and a year-to-date summary of cash and loan data processed by the COD system. This report can be compared to summary information on the school's internal systems. You can print a monthly cash summary, year-to-date cash summary, or both.

**Note:** The SAS cash summary information stored in your database corresponds to the most recent SAS file you imported. The summary data is overwritten with each SAS import.

An EDExpress database connection is optional, as this report prints cash summary data from the SAS, which is stored in the DL Tools database.

The SAS Cash Summary is available from the Print dialog box. You can print the report at any time following the import of a SAS file.

## Below is an example of a SAS Cash Summary – Type is Monthly:

|                                                                                                                                   | pe is monthly. |
|-----------------------------------------------------------------------------------------------------------------------------------|----------------|
| Report Date: 02/02/2015 U.S. DEPARTMENT OF EDUCATION Report Time: 09:53:09 DIRECT LOAN TOOLS - 2014-2015 SAS Monthly Cash Summary | PAGE: 1        |
| THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRI                                                                 |                |
| End Date: 01/31/2015                                                                                                              |                |
| School Code: G99999 Region Code: 99 State Code: XX                                                                                |                |
| Beginning Cash Balance: Cash Receipts: \$24,137                                                                                   | \$3,000        |
| Refunds of Cash: \$5,500 Net Drawdowns/Payments:                                                                                  | \$18,637       |
| Booked Disbursements: \$8,637 Booked Adjustments: \$0                                                                             |                |
| Total Net Booked Disbursements:                                                                                                   | \$8,637        |
| Ending Cash Balance:  Unbooked Disbursements: \$6,119  Unbooked Adjustments: \$0                                                  | \$13,000       |
| Total Net Unbooked Disbursements:                                                                                                 | \$6,119        |
| Cash > Accepted and Posted Disbursements:                                                                                         | \$6,881        |
| ****                                                                                                                              |                |

## Below is an example of a SAS Cash Summary – Type is Year-to-Date:

| Report Date: 02/02/2015 U.S. DEPART Report Time: 10:23:37 DIRECT LOAN | TMENT OF EDUCATION N TOOLS - 2014-2015 -Date Cash Summary | PAGE: 1      |
|-----------------------------------------------------------------------|-----------------------------------------------------------|--------------|
| THIS DOCUMENT CONTAINS SENSITIVE I                                    | INFORMATION PROTECTED BY                                  |              |
| End Date: 01/31/2015                                                  |                                                           |              |
| School Code: G99999<br>Region Code: 99<br>State Code: XX              |                                                           |              |
| Beginning Cash Balance:  Cash Receipts:  Refunds of Cash:             | \$14,996.789<br>\$5,500                                   | \$0          |
| Net Drawdowns/Payments:                                               | , , , , , ,                                               | \$14,991,289 |
| Booked Disbursements: Booked Adjustments:                             | \$14,999,978<br>\$-21,689                                 |              |
| Total Net Booked Disbursements:                                       |                                                           | \$14,978,289 |
| Ending Cash Balance: Unbooked Disbursements: Unbooked Adjustments:    | \$6,119<br>\$0                                            | \$13,000     |
| Total Net Unbooked Disbursements:                                     |                                                           | \$6,119      |
| Cash > Accepted and Posted Disburseme                                 | ents:                                                     | \$6,881      |
|                                                                       | ****                                                      |              |

The SAS Disbursement Summary report is available from the Print dialog box. You can print the report at any time following the import of a SAS file.

## **SAS Disbursement Summary**

This section of the SAS provides monthly and year-to-date summary disbursement information for the reported period. It can be used to monitor loan volumes at the summary level (both booked and unbooked) for all loan types processed by the COD system. You can print a monthly disbursement summary, year-to-date disbursement summary, or both.

**Note:** The SAS disbursement summary information stored in your database corresponds to the most recent SAS file you imported. The summary data is overwritten with each SAS import.

An EDExpress database connection is optional.

Below is an example of a SAS Disbursement Summary – Type is Monthly:

| Report Date: 02/02/2015 U.S. DEPARTMENT OF EDUCATION PAGE: 1 Report Time: 12:53:54 DIRECT LOAN TOOLS - 2014-2015  SAS Monthly Disbursement Summary  THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  *********************************** |                                                                            |                                    |                                                      |  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|------------------------------------|------------------------------------------------------|--|--|--|
|                                                                                                                                                                                                                                                                    | Subsidized                                                                 | Unsubsidized                       | PLUS                                                 |  |  |  |
| Booked Gross Booked Fee Booked Interest Rebate Booked Net  Unbooked Gross Unbooked Fee Unbooked Interest Rebate Unbooked Net                                                                                                                                       | \$2,250<br>\$22<br>\$11<br>\$2,239<br>\$0<br>\$0<br>\$0<br>\$0             | \$15<br>\$2,985<br>\$1,250<br>\$12 | \$140<br>\$53<br>\$3,413<br>\$5,000<br>\$200<br>\$75 |  |  |  |
| Booked Gross Booked Fee Booked Interest Rebate Booked Net  Unbooked Gross Unbooked Fee Unbooked Interest Rebate Unbooked Net                                                                                                                                       | \$8,750<br>\$192<br>\$79<br>\$8,637<br>\$6,250<br>\$212<br>\$81<br>\$6,119 |                                    |                                                      |  |  |  |
|                                                                                                                                                                                                                                                                    | * * * *                                                                    |                                    |                                                      |  |  |  |

Below is an example of a SAS Disbursement Summary – Type is Year-to-Date:

| Report Date: 02/02/2015 U.S. DEPARTMENT OF EDUCATION PAGE: 1 Report Time: 12:53:54 DIRECT LOAN TOOLS - 2014-2015  SAS Year-to-Date Disbursement Summary THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT ************************************ |                                                                                                                                             |                                                              |  |  |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--|--|--|--|--|
|                                                                                                                                                                                                                                                                        |                                                                                                                                             |                                                              |  |  |  |  |  |
| Subsidized                                                                                                                                                                                                                                                             | Unsubsidized                                                                                                                                | PLUS                                                         |  |  |  |  |  |
| \$42,076<br>\$8,373,218<br>\$0<br>\$0                                                                                                                                                                                                                                  | \$16,663<br>\$3,315,960<br>\$1,250<br>\$12                                                                                                  | \$50,601<br>\$3,289,111<br>\$5,000<br>\$200<br>\$75          |  |  |  |  |  |
| All Loans                                                                                                                                                                                                                                                              |                                                                                                                                             |                                                              |  |  |  |  |  |
| \$15,121,364<br>\$252,415<br>\$109,340<br>\$14,978,289<br>\$6,250<br>\$212<br>\$81                                                                                                                                                                                     |                                                                                                                                             |                                                              |  |  |  |  |  |
|                                                                                                                                                                                                                                                                        | Subsidized  Subsidized  \$8,415,294 \$84,152 \$42,076 \$8,373,218  \$0 \$0 \$0 \$15,121,364 \$252,415 \$109,340 \$14,978,289  \$6,250 \$212 | Subsidized Unsubsidized  *********************************** |  |  |  |  |  |

\*\*\*\*

#### Cash Detail Comparison

The Cash Detail Comparison Report provides a comparison of cash detail records in the SAS file received from the Common Origination and Disbursement (COD) System to the cash detail records in DL Tools Cash Management. Cash Management records are entered manually or through the Cash Detail External Add (DLEXCASH) import option. Since only Cash entries (Drawdowns and Refunds of Cash) are used for the Cash Detail Comparison report, no disbursement detail information prints on this report. External record layouts are found in Volume IV, Section 3 of the 2014-2015 COD Technical Reference.

An EDExpress database connection is optional, as this report compares cash data, which is not currently stored in the EDExpress database.

The Cash Detail Comparison report uses the tolerance setting in DL Tools' System Setup (Tools, Setup, **System**) to account for timing differences between the entry dates on your school system and the dates recorded for cash transactions by the processors. The System Setup field labeled Maximum number of days difference between SAS Cash records and cash records entered by the school which will be considered a match allows you to enter the number of days between SAS cash records and cash records entered by your school that are considered a match when running the Cash Detail Comparison report. A drawdown or refund of cash transaction is considered a mismatch if the number of days between the date reported by the school and the date reported on the SAS exceeds this tolerance.

When printing a Cash Detail
Comparison Report, if you have not
identified a school code in System
setup, then you can identify a
particular school code in the DL Tools
Compare dialog box. If you leave the
school code blank in the Compare
dialog box, then a Cash Detail
Comparison report prints for all
school codes in your school's
database for the designated program
year.

# **Example 1**Below is an example of a Cash Detail Comparison – Sorted by Amount:

| Report Date: 02/02/2015 U.S. DEPARTMENT OF EDUCATION PAGE: 1 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2014-2015 Cash Detail Comparison Sort by: Amount THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT |            |              |                   |               |  |  |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------|-------------------|---------------|--|--|--|--|
|                                                                                                                                                                                                                                   |            |              |                   |               |  |  |  |  |
|                                                                                                                                                                                                                                   |            |              |                   |               |  |  |  |  |
| School Code:                                                                                                                                                                                                                      |            |              | Trans Type        | e: All        |  |  |  |  |
| Tolerance (#                                                                                                                                                                                                                      | Trans      |              |                   |               |  |  |  |  |
| Trans Type                                                                                                                                                                                                                        |            | Trans Amount | Match Status      | Record Source |  |  |  |  |
| Receipt                                                                                                                                                                                                                           |            | \$112        | Matched           | COD           |  |  |  |  |
| Receipt                                                                                                                                                                                                                           | 01/02/2015 | \$112        | Matched           | School        |  |  |  |  |
| Receipt                                                                                                                                                                                                                           | 01/05/2015 | \$378        | Matched           | COD           |  |  |  |  |
| Receipt                                                                                                                                                                                                                           | 01/05/2015 | \$378        | Matched           | School        |  |  |  |  |
| Receipt                                                                                                                                                                                                                           | 01/06/2015 | \$995        | Unmatched         | COD           |  |  |  |  |
| Refund                                                                                                                                                                                                                            | 01/06/2015 | \$954        | Matched           | COD           |  |  |  |  |
| Refund                                                                                                                                                                                                                            | 01/06/2015 | \$954        | Matched           | School        |  |  |  |  |
| Refund                                                                                                                                                                                                                            | 01/07/2015 | \$1,247      | Matched           | School        |  |  |  |  |
| Refund                                                                                                                                                                                                                            | 01/07/2015 | \$1,247      | Matched           | COD           |  |  |  |  |
| Receipt                                                                                                                                                                                                                           | 01/09/2015 | \$1,797      | Matched           | COD           |  |  |  |  |
| Receipt                                                                                                                                                                                                                           | 01/09/2015 | \$1,797      | Matched           | School        |  |  |  |  |
| Refund                                                                                                                                                                                                                            | 01/12/2015 | \$3,126      | Matched           | School        |  |  |  |  |
| Refund                                                                                                                                                                                                                            | 01/12/2015 | \$3,126      | Matched           | COD           |  |  |  |  |
| Receipt                                                                                                                                                                                                                           | 01/02/2015 | \$3,350      | Matched           | COD           |  |  |  |  |
| Receipt                                                                                                                                                                                                                           | 01/02/2015 | \$3,350      | Matched           | School        |  |  |  |  |
| Receipt                                                                                                                                                                                                                           | 01/05/2015 | \$4,084      | Matched           | COD           |  |  |  |  |
| Receipt                                                                                                                                                                                                                           | 01/05/2015 | \$4,084      | Matched           | School        |  |  |  |  |
|                                                                                                                                                                                                                                   |            |              | 16<br>1<br>9<br>8 |               |  |  |  |  |

Below is an example of a Cash Detail Comparison – Filtered on Transaction Type and Sorted by Date:

| Report Date: 03/02/2015 U.S. DEPARTMENT OF EDUCATION PAGE: 1 Report Time: 12:12:01 DIRECT LOAN TOOLS - 2014-2015 Cash Detail Comparison Sort by: Date THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT |               |                  |                   |               |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------|-------------------|---------------|--|--|--|
| Date Range:                                                                                                                                                                                                                     | 01/01/2015 to | 02/28/2015       | Match Sta         | tus: All      |  |  |  |
| School Code: G99999 Trans Type: Refunds of Cash                                                                                                                                                                                 |               |                  |                   |               |  |  |  |
| Tolerance (#                                                                                                                                                                                                                    | days): 5      |                  |                   |               |  |  |  |
| Trans Type                                                                                                                                                                                                                      | Trans<br>Date | Trans Amount     | Match Status      | Record Source |  |  |  |
| Refund                                                                                                                                                                                                                          | 01/02/2015    | \$112            | Matched           | School        |  |  |  |
| Refund                                                                                                                                                                                                                          | 01/02/2015    | \$112            | Matched           | COD           |  |  |  |
| Refund                                                                                                                                                                                                                          | 01/03/2015    | \$378            | Matched           | School        |  |  |  |
| Refund                                                                                                                                                                                                                          | 01/03/2015    | \$378            | Matched           | COD           |  |  |  |
| Refund                                                                                                                                                                                                                          | 01/06/2015    | \$954            | Unmatched         | School        |  |  |  |
| Refund                                                                                                                                                                                                                          | 02/02/2015    | \$952            | Unmatched         | COD           |  |  |  |
| Refund                                                                                                                                                                                                                          | 02/02/2015    | \$1,247          | Matched           | School        |  |  |  |
| Refund                                                                                                                                                                                                                          | 02/02/2015    | \$1,247          | Matched           | COD           |  |  |  |
| Refund                                                                                                                                                                                                                          | 02/05/2015    | \$3,126          | Matched           | School        |  |  |  |
| Refund                                                                                                                                                                                                                          | 02/05/2015    | \$3,126          | Matched           | COD           |  |  |  |
| Refund                                                                                                                                                                                                                          | 02/10/2015    | \$23,126         | Unmatched         | COD           |  |  |  |
| Refund                                                                                                                                                                                                                          | 02/12/2015    | \$3,350          | Matched           | School        |  |  |  |
| Refund                                                                                                                                                                                                                          | 02/12/2015    | \$3 <b>,</b> 350 | Matched           | COD           |  |  |  |
| Refund                                                                                                                                                                                                                          | 02/19/2015    | \$4,084          | Matched           | School        |  |  |  |
| Refund                                                                                                                                                                                                                          | 02/19/2015    | \$4,084          | Matched           | COD           |  |  |  |
| Refund                                                                                                                                                                                                                          | 02/23/2015    | \$5,881          | Unmatched         | School        |  |  |  |
|                                                                                                                                                                                                                                 |               |                  | 12<br>4<br>8<br>8 |               |  |  |  |

### Loan Detail Comparison - Loan Level

This report provides you with a comparison of loan detail records from the SAS file received from the COD System with loan or disbursement detail records imported from an external system or loan detail data in EDExpress. The Loan Detail External Add (DLEXLOAN) record layout is provided in Volume IV, Section 3 of the 2014-2015 COD Technical Reference.

**Note:** DL Tools Loan and Disbursement Comparison Reports are designed to be run using the SAS with YTD detail, *not* monthly detail. You can change your SAS options by accessing the COD Web site at <u>cod.ed.gov</u>.

Records are grouped into four sections on the report based on selected match status (Matched, Unmatched, or All) and booked status (Booked, Unbooked, or Both Booked and Unbooked). The four sections are:

**Booked Records That Are Matched** - Loan records appear in this section of the Compare report if the SAS shows a booked date and the loan data in the SAS matches the data in your school's database. If you receive a DSDF with monthly detail, then loans never appear in this section when the Loan Level Compare is run, since the loan totals in the monthly detail section of the SAS are always \$0.

**Booked Records That Are Unmatched** - Loan records appear in this section of the Compare report if the loan appears on the SAS as booked, but the data does not appear in your school's database; or there is a discrepancy between the COD System data and the school data. If your school receives a DSDF with monthly detail, then all loans that appear in the SAS as booked appear in this section when the Loan Level Compare is run, unless the loan was reduced to \$0 at the school.

**Unbooked Records That Are Matched** - Loan records appear in this section of the Compare report if the loan appears on the SAS as unbooked and the amounts match between the COD System and the school.

If your school has not imported a booking notification for the loan but the SAS shows that the loan is booked, the loan appears in the "Booked Records That Are Unmatched" section. The booking status is according to the COD System, not according to your school's database. If your school receives a DSDF with monthly detail, then no loans appear in this section when the Loan Level Compare is run (unless the SAS shows the loan as unbooked and your school data shows that the loan total is \$0), due to the fact that loan totals in the monthly detail section of the SAS are always \$0.

**Unbooked Records That Are Unmatched** - Loan records will appear in this section of the Compare report if the loan exists in your school's database but does not appear on the SAS; the loan appears as unbooked on the SAS, but the record does not appear in your school's database; or there is a discrepancy between the COD System data and the school data for an unbooked loan. If your school receives a DSDF with monthly detail, then any disbursements that were accepted in a previous month would not be on the monthly SAS, and would therefore appear in this section.

A Loan Detail Comparison - Loan Level Report runs regardless of the type of SAS (DSLF or DSDF) that has been imported into DL Tools, as long as the SAS contains either loan detail or disbursement detail. An EDExpress database connection is optional. When printing a Loan Detail Comparison, if you have not identified a school code in System setup, then you can identify a particular school code in the DL Tools Compare dialog box. If you leave the school code blank in the Compare dialog box, the Loan Detail Comparison report prints for all school codes in your school's database for the designated program year.

Below is an example of a Loan Detail Comparison – Loan Level, Sorted by Loan ID, Page 1:

Report Date: 02/02/2015 U.S. DEPARTMENT OF EDUCATION PAGE: 1 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2014-2015 Loan Detail Comparison - Loan Level Sort by: Loan ID THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT School Code: G99999 End Date: 01/31/2015 Match Status: All BOOKED RECORDS THAT ARE MATCHED School/COD # School
Loan ID Student's Name Net Amount Disbs \$500/ \$500 99999999915G99999001 PINK, JACK J 2 9999999915G99999001 BLUE, JOHN S \$3500/ \$3500 2

#### Example 2

Below is an example of a Loan Detail Comparison – Loan Level, Sorted by Loan ID, Page 2:

| -                                                                                                                               | .5 U.S. DEPARTMENT OF EDUCA<br>01 DIRECT LOAN TOOLS - 2014<br>Loan Detail Comparison - Lo | -2015                    | PAGE: 2 |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|--------------------------|---------|--|--|--|
| Sort by: Loan ID THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT ************************************ |                                                                                           |                          |         |  |  |  |
| School Code: G99999                                                                                                             |                                                                                           | End Date: 01/31          | /2015   |  |  |  |
| Match Status: All                                                                                                               |                                                                                           |                          |         |  |  |  |
| BOOKED RECORDS THAT AF                                                                                                          | RE UNMATCHED                                                                              |                          |         |  |  |  |
| Loan ID                                                                                                                         | Student's Name                                                                            | School/COD<br>Net Amount |         |  |  |  |
| 99999999915G99999001                                                                                                            | WHITE, WENDY W                                                                            | \$500/ \$245             | 2       |  |  |  |
| 99999999915G99999001                                                                                                            | BLACK, BUD B                                                                              | / \$245                  | 1       |  |  |  |
| 999999999515G99999001                                                                                                           | GREEN, GARY G                                                                             | \$500/                   | 2       |  |  |  |

Below is an example of a Loan Detail Comparison – Loan Level, Sorted by Loan ID, Page 3:

Report Date: 02/02/2015 U.S. DEPARTMENT OF EDUCATION PAGE: 3 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2014-2015 Loan Detail Comparison - Loan Level Sort by: Loan ID THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT School Code: G99999 End Date: 01/31/2015 Match Status: All UNBOOKED RECORDS THAT ARE MATCHED School/COD # School
Loan ID Student's Name Net Amount Disbs \$500/ \$500 99999999915G99999001 BROWN, BRENDA B 2 99999999015G99999001 RED, ROBERT R \$1500/ \$1500 2

#### Example 4

Below is an example of a Loan Detail Comparison – Loan Level, Sorted by Loan ID, Page 4:

| -                                                                               | 15 U.S. DEPARTMENT OF<br>DIRECT LOAN TOOLS -<br>Loan Detail Comparison | 2014-2015<br>- Loan Level | PAGI<br>by: Loan |                        |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------|------------------|------------------------|
|                                                                                 | AINS SENSITIVE INFORMATI                                               | ON PROTECTED BY THE       | PRIVACY A        | ACT                    |
| School Code: G99999                                                             |                                                                        | End Date:                 | 01/31/20         | 15                     |
| Match Status: All                                                               |                                                                        |                           |                  |                        |
| UNBOOKED RECORDS THAT *NOTE - SCHOOL RECORDS                                    | ARE UNMATCHED  OUTSIDE OF SAS DATE RA                                  | NGE WILL APPEAR IN T      | HIS SECT         | ION                    |
| Loan ID                                                                         | Student's Name                                                         | School/CO<br>Net Amoun    |                  |                        |
| 99999999915G99999001                                                            | BLUE, BARBARA B                                                        | \$500/                    | \$245            | 2                      |
| 999999999515G99999001                                                           | WHITE, WILLIAM W                                                       | /                         | \$245            | 0                      |
| 99999999915G99999001                                                            | GREEN, GLENDA G                                                        | \$500/                    |                  | 2                      |
| TOTAL BOOKED RECORDS TOTAL UNBOOKED RECORDS TOTAL UNBOOKED RECORDS TOTAL LOANS: | THAT ARE UNMATCHED:<br>THAT ARE MATCHED:                               |                           |                  | 2<br>3<br>2<br>3<br>10 |

If your school has not imported a booking notification for the loan but the SAS shows that the disbursement has booked, then the disbursement appears in the "Booked Records That Are Unmatched" section. The booking status is according to the COD System, not according to your school's database.

The SAS end date always supersedes the selected date range specified if that date falls beyond the SAS end date.

A Disbursement Detail Comparison Report runs only if a disbursement level report (DSDF) with disbursement detail has been imported into DL Tools. If your school imports a loan-level report (DSLF) rather than a DSDF, then you cannot run this report. An EDExpress database connection is optional. When printing a Disbursement Detail Comparison, if you have not identified a school code in System setup, you can identify a particular school code in the DL Tools Compare dialog box. If you leave the school code blank in the Compare dialog box, a Disbursement Detail Comparison report prints for all school codes in your school's database for the designated program year.

#### **Disbursement Detail Comparison**

This report, which you can print from the Compare dialog box, provides you with a comparison of disbursement detail records from the SAS file received from the COD System with disbursement detail records imported from an external system or disbursement detail data in EDExpress. The Disbursement Detail External Add (DLEXDISB) record layout is provided in Volume IV, Section 3 of the 2014-2015 COD Technical Reference.

**Note:** DL Tools Loan and Disbursement Comparison Reports are designed to be run using the SAS with YTD detail, *not* monthly detail. You can change your SAS options by accessing the COD Web site at cod.ed.gov.

Records are grouped into four sections on the report based on selected match status (Matched, Unmatched, or All) and booked status (Booked, Unbooked, or Both Booked and Unbooked). The four sections are:

**Booked Records That Are Matched** - Disbursement records appear in this section of the Compare report if the SAS shows a booked date and the disbursement data in the SAS matches the data in your school's database.

**Booked Records That Are Unmatched** - Disbursement records appear in this section of the Compare report if the disbursement appears on the SAS as booked, but the data does not appear in your school's database; or there is a discrepancy between the COD System data and the school data.

**Unbooked Records That Are Matched** - Disbursement records appear in this section of the Compare report if the disbursement appears on the SAS as unbooked, and the dates and amounts match between the COD System and the school.

**Unbooked Records That Are Unmatched** - Disbursement records appear in this section of the Compare report if the disbursement exists in your school's database but does not appear on the SAS; the disbursement appears as unbooked on the SAS, but the record does not appear in your school's database; or there is a discrepancy between the COD System data and the school data for an unbooked loan. If your school receives a DSDF with monthly detail, then any disbursements that were accepted in a previous month would not be on the monthly SAS and would therefore appear in this section.

DL Tools compares the disbursements recorded in EDExpress to the corresponding disbursements in the SAS by doing a one-to-one comparison of each disbursement using the disbursement number, sequence number, disbursement date, and disbursement amounts.

Below is an example of a Disbursement Detail Comparison – Sorted by Loan ID, Page 1:

Report Date: 02/02/2015 U.S. DEPARTMENT OF EDUCATION PAGE: 1 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2014-2015 Disbursement Detail Comparison Sort by: Loan ID THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT Date Range: 01/01/2015 to 01/31/2015 School Code: G99999 End Date: 01/31/2015 Match Status: All BOOKED RECORDS THAT ARE MATCHED Disb #/ School/COD Loan ID Student's Name Seq # Net Amount 99999999915G99999001 BROWN, BARRY B 1/ 1 \$500/ \$500 1/ 1 \$500/ \$500 99999999915G99999001 TAN, TERESA T

Below is an example of a Disbursement Detail Comparison – Sorted by Loan ID, Page 2:

| Loan ID<br>SCHOOL<br>COD | Disb#<br>Disb# | -     | Student's<br>Date<br>Date             | Type |                  | Fee<br>Fee |     | Net<br>Net       | Net Adj<br>Net Adj |
|--------------------------|----------------|-------|---------------------------------------|------|------------------|------------|-----|------------------|--------------------|
|                          |                |       |                                       |      |                  |            |     |                  |                    |
| 999999999                | S15G999        | 99001 | RED, ROBER                            | TA R |                  |            |     |                  |                    |
|                          | 1              | 1     | 01/05/2015                            | D    | \$1 <b>,</b> 750 | \$17       | \$0 | \$1 <b>,</b> 733 |                    |
|                          | 1              | 1     | 01/05/2015                            | D    | \$1,750          | \$17       | \$0 | \$1,735          |                    |
| 999999999                | S15G999        | 99001 | RED, ROBER                            | TA R |                  |            |     |                  |                    |
|                          | 2              | 1     | 01/12/2015                            | D    | \$1,750          | \$17       | \$0 | \$1,733          |                    |
|                          | 2              | 1     | 01/12/2015                            | D    | \$1,749          | \$17       | \$0 | \$1,732          |                    |
| 999999999                | S15G999        | 99001 | GREEN, GRE                            | lG G |                  |            |     |                  |                    |
|                          | 1              | 2     | 01/12/2015                            |      | \$1,500          | \$15       | \$0 | \$1,485          | \$1,281            |
|                          | 1              |       | 01/12/2015                            |      | •                | \$15       |     | \$1,486          | \$1,282            |
| 999999999                | S15G999        | 99001 | GREEN, GRE                            | IG G |                  |            |     |                  |                    |
|                          | 2              | 2     | · · · · · · · · · · · · · · · · · · · |      | ¢1 500           | C1 E       | \$0 | \$1,485          | \$1,281            |

Below is an example of a Disbursement Detail Comparison – Sorted by Loan ID, Page 3:

Report Date: 02/02/2015 U.S. DEPARTMENT OF EDUCATION PAGE: 3 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2014-2015 Disbursement Detail Comparison Sort by: Loan ID THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT Date Range: 01/01/2015 to 01/31/2015 School Code: G99999 End Date: 01/31/2015 Match Status: All UNBOOKED RECORDS THAT ARE MATCHED Disb #/ School/COD Loan ID Student's Name Seq # Net Amount 99999999915G99999001 BLUE, BELINDA B 1/ 1 \$1,500/\$1,500 99999999115G99999001 BROWN, BILL B 1/ 1 \$1,500/\$1,500

Below is an example of a Disbursement Detail Comparison – Sorted by Loan ID, Page 4:

| Report Date: 02/02/202 Report Time: 12:01:0 |                              | AN TOO   | LS - 201 | 4-2015      |           | PAGE            | : 4            |
|---------------------------------------------|------------------------------|----------|----------|-------------|-----------|-----------------|----------------|
|                                             |                              |          |          |             | Sort b    | y: Loan         | ID             |
| THIS DOCUMENT CONTA                         | AINS SENSITIVE               | INFOR    | MATION P | ROTECTED    | BY THE P  | RIVACY A        | CT             |
| *****                                       | *****                        | ****     | *****    | *****       | *****     | *****           | ****           |
|                                             |                              |          |          |             |           |                 |                |
| Date Range: 01/01/2015                      | 5 to 01/31/201               | 5        |          |             |           |                 |                |
|                                             |                              |          |          |             |           |                 |                |
| School Code: G99999                         |                              |          |          | End         | l Date: 0 | 1/31/201        | 5              |
|                                             |                              |          |          |             |           |                 |                |
| Match Status: All                           |                              |          |          |             |           |                 |                |
|                                             |                              |          |          |             |           |                 |                |
| UNBOOKED RECORDS THAT                       |                              |          |          |             |           |                 |                |
| *NOTE - SCHOOL RECORDS                      | S OUTSIDE OF SA              | AS DAT   | E RANGE  | MILL APPE   | AR IN TH  | IS SECTIO       | ON             |
| Taran TD                                    | Ottor dans to the No.        |          |          |             |           |                 |                |
|                                             | Student's Nam                |          | C        | По о        | Dabata    | N - +           | NI - + 7 -1 -1 |
| SCHOOL Disb# Sec                            |                              |          |          |             |           |                 |                |
| COD Disb# Sec                               | q# Date                      | Type     | Gross    | ree         | Repate    | Net             | Net Adj        |
|                                             |                              |          |          |             |           |                 |                |
| 000000000111                                | MILTER MENDE                 | T T T-7  |          |             |           |                 |                |
| 999999999U15G99999001                       | 1 01/05/2015                 | TT M     | ¢2 750   | 620         | ¢ O       | \$2,721         |                |
| 1                                           | 1 01/05/2015<br>1 01/05/2015 | ם        | \$2,750  | 429<br>\$20 | \$ O      | \$2,721         |                |
| 1                                           | 1 01/03/2013                 | ע        | 72,730   | 723         | Ş 0       | 72, 721         |                |
| 999999999U15G99999001                       | WHITE WENDE                  | T.T. Tv7 |          |             |           |                 |                |
| 2                                           | 1 01/27/2015                 | ע הדר    | \$2 750  | \$29        | \$0       | \$2,721         |                |
|                                             | 1 01/27/2015                 |          |          |             |           | \$2,721         |                |
| 2                                           | 1 01/20/2013                 | D        | 42,730   | 423         | Ψ0        | 42 <b>,</b> 721 |                |
| 999999999U15G99999001                       | BLACK, BARBA                 | RA B     |          |             |           |                 |                |
| 1                                           | 2 01/02/2015                 | Α Α      | \$1.500  | \$16        | \$0       | \$1,484         | \$1.281        |
| 1                                           | 2 01/02/2015                 | Δ        | \$1.501  | \$16        | \$0       | \$1,485         |                |
| +                                           | 2 01/02/2010                 |          | 41,001   | 710         | 40        | 41,100          | 71/202         |
| 99999999915G99999001                        | BLACK, BARBA                 | RA B     |          |             |           |                 |                |
|                                             | ING SCHOOL DIS               |          | ENT EXIS | TS          |           |                 |                |
| 2                                           | 2 01/05/2015                 |          |          |             | \$0       | \$1,485         | \$1,282        |
|                                             |                              |          |          |             |           | , ,             |                |
|                                             |                              |          |          |             |           |                 |                |
| TOTAL BOOKED RECORDS                        | THAT ARE MATCH               | ED:      |          |             |           |                 | 2              |
| TOTAL BOOKED RECORDS                        | THAT ARE UNMAT               | CHED:    |          |             |           |                 | 4              |
| TOTAL UNBOOKED RECORDS                      | S THAT ARE MAT               | CHED:    |          |             |           |                 | 2              |
| TOTAL UNBOOKED RECORDS                      | S THAT ARE UNM               | ATCHED   | :        |             |           |                 | 4              |
| TOTAL DISBURSEMENTS:                        |                              |          |          |             |           |                 | 12             |

#### SAS Cash Detail

The SAS Cash Detail Report displays the information from SAS Cash Detail records in your school's DL Tools database. SAS Cash Detail data is received from the COD System and imported into DL Tools. This report contains Transaction Type, Transaction Date, Transaction Amount, COD Process Date, G5 Control/Check Number, and Totals.

An EDExpress database connection is optional, as this report compares cash data, which is not currently stored in the EDExpress database.

#### Example 1

Below is an example of a SAS Cash Detail – Sorted by Transaction Type:

| Report Date:<br>Report Time: |                                      | S. DEPARTMENT OF<br>RECT LOAN TOOLS -<br>SAS Cash Deta | 2014-2015   | PAGE: 1          |
|------------------------------|--------------------------------------|--------------------------------------------------------|-------------|------------------|
|                              |                                      |                                                        | Sor         | t by: Trans Type |
|                              |                                      | ENSITIVE INFORMATI                                     |             |                  |
| ********                     | *******                              | ******                                                 | ******      | *****            |
| Date Range: (                | )1/01/2015 to 01                     | 1/31/2015                                              | Trans Ty    | ype: All         |
| School Code:                 | G99999                               |                                                        |             |                  |
| End Date: 01/                | 31/2015                              |                                                        |             |                  |
|                              | Trans                                |                                                        | COD Process | G5 Control/      |
| Tranc Time                   |                                      | Trans Amount                                           | Date        | Check Number     |
| Trans Type                   | Date                                 | TIANS AMOUNT                                           |             | check Number     |
|                              |                                      |                                                        |             |                  |
| Receipt                      | 01/02/2015                           | \$3,126                                                | 01/05/2015  | 111111111111     |
| Receipt                      | 01/05/2015                           | \$5,881                                                | 01/09/2015  | 111111111111     |
| Receipt                      | 01/05/2015                           | \$9,217                                                | 01/09/2015  | 111111111111     |
| Receipt                      | 01/05/2015                           | \$112                                                  | 01/09/2015  | 111111111114     |
| Receipt                      | 01/06/2015                           | \$378                                                  | 01/12/2015  | 111111111115     |
| Receipt                      | 01/07/2015                           | \$1,247                                                | 01/13/2015  | 111111111116     |
| Receipt                      | 01/08/2015                           | \$4,084                                                | 01/14/2015  | 111111111117     |
| Receipt                      | 01/09/2015                           | \$3,350                                                | 01/15/2015  | 1111111111118    |
| Receipt                      | 01/12/2015                           | \$1 <b>,</b> 797                                       | 01/16/2015  | 111111111119     |
| Receipt                      | 01/13/2015                           | \$954                                                  | 01/19/2015  | 111111111110     |
| Refund                       | 01/02/2015                           | \$3,126                                                | 01/20/2015  | 111111111111     |
| Refund                       | 01/05/2015                           | \$5,881                                                | 01/21/2015  | 111111111112     |
| Refund                       | 01/05/2015                           | \$9,217                                                | 01/21/2015  | 111111111113     |
| Refund                       | 01/06/2015                           | \$112                                                  | 01/23/2015  | 111111111114     |
| Refund                       | 01/07/2015                           | \$378                                                  | 01/26/2015  | 111111111115     |
| Refund                       | 01/08/2015                           | \$1 <b>,</b> 247                                       | 01/26/2015  | 111111111116     |
| Refund                       | 01/09/2015                           | \$4 <b>,</b> 084                                       | 01/26/2015  | 111111111117     |
| Refund                       | 01/12/2015                           | \$3,350                                                | 01/28/2015  | 111111111118     |
| Refund                       | 01/12/2015                           | \$954                                                  | 01/28/2015  | 111111111119     |
| Refund                       | 01/14/2015                           | \$1,797                                                | 01/29/2015  | 1111111111121    |
| matal Cash Da                | animb Danauda                        |                                                        | 1.0         |                  |
|                              | eceipt Records:<br>s of Cash Record  | No.                                                    | 10<br>10    |                  |
|                              | s of Cash Record<br>sh Detail Record |                                                        | 20          |                  |
| TOTAL DAD CAS                | n Decail Necold                      |                                                        | 20          |                  |
| Total Cash Re                | eceipt Amount:                       |                                                        | \$30,146    |                  |
| Total Refunds                | of Cash Amount                       | :                                                      | \$30,146    |                  |
|                              |                                      |                                                        |             |                  |

#### SAS Loan and Disbursement Detail

The SAS Loan and Disbursement Detail Report (with the option to include or exclude disbursement detail) displays the information from SAS Loan and Disbursement Detail records in your school's database. SAS Loan and Disbursement Detail data is received from the COD System and imported into DL Tools. This report contains Student's Name, Loan ID, Record Type, Gross Amount, Fee Amount, Interest Rebate Amount, Net Amount, and Totals.

An EDExpress database connection is optional.

If no disbursement date range is entered in the Print dialog box, the Date Range label prints without a date range.

Below is an example of a SAS Loan Detail (Disbursement Detail Not Included) – Filtered for Both Booked and Unbooked, Page 1:

| -                                                                                                                               | 5 U.S. DEPARTMENT OF EDUCATION PAGE 1 DIRECT LOAN TOOLS - 2014-2015 SAS Loan Detail |                  |      |                      |                  |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------|------|----------------------|------------------|--|--|--|
| Sort by: Loan ID THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT ************************************ |                                                                                     |                  |      |                      |                  |  |  |  |
| Date Range: 01/01/2015 to 01/3                                                                                                  | 31/2015                                                                             |                  |      |                      |                  |  |  |  |
| School Code: G99999 Booked Status: Booked and Unbooked                                                                          |                                                                                     |                  |      |                      |                  |  |  |  |
| End Date: 01/31/2015                                                                                                            | /31/2015 Loan Type: All                                                             |                  |      |                      |                  |  |  |  |
| Student's Name PLUS Borrower's Name Loan ID Servicer Name                                                                       | Record<br>Type                                                                      |                  |      | Int Rebate<br>Amount | Net<br>Amount    |  |  |  |
|                                                                                                                                 |                                                                                     |                  |      |                      |                  |  |  |  |
| LEMON, LOU G<br>999999999815G99999001                                                                                           | Unbooked                                                                            | \$500            | \$5  | \$0                  | \$495            |  |  |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                                          | Unbooked                                                                            | \$2,000          | \$21 | \$0                  | \$1,979          |  |  |  |
|                                                                                                                                 |                                                                                     |                  |      |                      |                  |  |  |  |
| LEMON, ZOEY G<br>999999999815G99999001                                                                                          | Unbooked                                                                            | \$2,000          | \$21 | \$0                  | \$1 <b>,</b> 979 |  |  |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                                          | Unbooked                                                                            | \$2,000          | \$21 | \$0                  | \$1,979          |  |  |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                                          | Unbooked                                                                            | \$2,000          | \$21 | \$0                  | \$1,979          |  |  |  |
|                                                                                                                                 |                                                                                     |                  |      |                      |                  |  |  |  |
| RED, CARRIE M<br>RED, ROBERT A                                                                                                  |                                                                                     |                  |      |                      |                  |  |  |  |
| 999999999815G99999001<br>xxxxxxxxxxxxxxxxxxxxxxxxxxx                                                                            | Booked<br>XXXX                                                                      | \$2,000          | \$21 | \$0                  | \$1 <b>,</b> 979 |  |  |  |
| 99999999915G99999002<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                         | Booked                                                                              | \$2,000          | \$21 | \$0                  | \$1 <b>,</b> 979 |  |  |  |
| 99999999915G99999001<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                         | Booked                                                                              | \$2,000          | \$85 | \$0                  | \$1,915          |  |  |  |
|                                                                                                                                 |                                                                                     |                  |      |                      |                  |  |  |  |
| DENIM, DAVID B<br>999999999815G99999001                                                                                         | Booked                                                                              | \$2 <b>,</b> 000 | \$21 | \$0                  | \$1 <b>,</b> 979 |  |  |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                                          | XXXX<br>Booked                                                                      | \$2,000          | \$21 | \$0                  | \$1 <b>,</b> 979 |  |  |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                                          | XXXX<br>Booked                                                                      | \$2,000          | \$21 | \$0                  | \$1 <b>,</b> 979 |  |  |  |
| xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx                                                                                         | XXXX                                                                                |                  |      |                      |                  |  |  |  |
| GREEN, GLENN O<br>999999999815G99999001                                                                                         | Booked                                                                              | \$100            | \$1  | \$0                  | \$99             |  |  |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                                         | XXXX                                                                                |                  | ·    | ·                    | ·                |  |  |  |
| 999999999515G99999002<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                         | Booked<br>XXXX                                                                      | \$2,000          | \$21 | \$0                  | \$1 <b>,</b> 979 |  |  |  |
| 999999999015G99999001<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                           | Booked                                                                              | \$2,000          | \$21 | \$0                  | \$1 <b>,</b> 979 |  |  |  |
|                                                                                                                                 |                                                                                     |                  |      |                      |                  |  |  |  |

Below is an example of a SAS Loan Detail (Disbursement Detail Not Included) – Filtered for Both Booked and Unbooked, Page 2:

| Report Date: 02/02/2015 U.S. DEPARTMENT OF EDUCATION PAGE: 2 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2014-2015 SAS Loan Detail                  |                                   |                                  |      |                      |                  |  |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------------|------|----------------------|------------------|--|--|--|--|
| SAS LOAN Detail  Sort by: Loan ID  THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  *********************************** |                                   |                                  |      |                      |                  |  |  |  |  |
| Date Range: 01/01/2015 to 01/31/2015                                                                                                              |                                   |                                  |      |                      |                  |  |  |  |  |
| School Code: G99999 Booked Status: Booked and Unbooked                                                                                            |                                   |                                  |      |                      |                  |  |  |  |  |
| End Date: 01/31/2015                                                                                                                              | d Date: 01/31/2015 Loan Type: All |                                  |      |                      |                  |  |  |  |  |
| Student's Name PLUS Borrower's Name Loan ID Servicer Name                                                                                         | Record<br>Type                    |                                  |      | Int Rebate<br>Amount |                  |  |  |  |  |
|                                                                                                                                                   |                                   |                                  |      |                      |                  |  |  |  |  |
| KHAKI, KARA G<br>9999999999515G99999001<br>XXXXXXXXXXXXXXXXXXXXXX                                                                                 |                                   | \$2,000                          | \$21 | \$0                  | \$1,979          |  |  |  |  |
| KHAKI, KLIEN G 999999999515G99999001 XXXXXXXXXXXXXXXXXXXXXXX                                                                                      |                                   | \$2,000                          | \$21 | \$0                  | \$1,979          |  |  |  |  |
| 99999999915G99999002                                                                                                                              | Unbooked                          | \$2,000                          | \$21 | \$0                  | \$1 <b>,</b> 979 |  |  |  |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                                                            | Unbooked                          | \$2,000                          | \$21 | \$0                  | \$1,979          |  |  |  |  |
| GRAPE, GEORGE T<br>999999999915G99999001                                                                                                          |                                   | \$2,000                          | \$21 | \$0                  | \$1 <b>,</b> 979 |  |  |  |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                                                            | Booked                            | \$2,000                          | \$21 | \$0                  | \$1 <b>,</b> 979 |  |  |  |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                                                            | Booked                            | \$2,000                          | \$21 | \$0                  | \$1,979          |  |  |  |  |
| GREEN, GLINDA M<br>9999999999515G99999001<br>XXXXXXXXXXXXXXXXXXXXXXXX                                                                             | Unbooked<br>XXXXXX                | \$2,000                          | \$21 | \$0                  | \$1,979          |  |  |  |  |
| Total Booked Loans: Total Unbooked Loans: Total Loans:                                                                                            | 12<br>10<br>22                    | \$22,100<br>\$18,500<br>\$40,600 |      |                      |                  |  |  |  |  |
| Total Loan Gross Amount:<br>Total Loan Net Amount:                                                                                                | \$40,600<br>\$40,110              |                                  |      |                      |                  |  |  |  |  |

Below is an example of a SAS Loan and Disbursement Detail (Disbursement Detail Included) – Filtered for Booked Only, Page 1:

| Report Date: 02/02/2015 U.S.<br>Report Time: 12:01:01 DIRE<br>SAS Lo                                                            | CT LOAN        | T001 |                 | 4-2015        |                      | PAGE: 1                  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------|----------------|------|-----------------|---------------|----------------------|--------------------------|--|--|
| Sort by: Loan ID THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT ************************************ |                |      |                 |               |                      |                          |  |  |
| Date Range: 01/01/2015 to 01/3                                                                                                  | 1/2015         |      |                 |               |                      |                          |  |  |
| School Code: G99999 Booked Status: Booked                                                                                       |                |      |                 |               |                      |                          |  |  |
| End Date: 01/31/2015                                                                                                            | Loan Type: All |      |                 |               |                      |                          |  |  |
| Student's Name PLUS Borrower's Name Loan ID Servicer Name                                                                       | Record<br>Type | Ž    | Gross<br>Amount | Fee<br>Amount | Int Rebate<br>Amount | Net<br>Amount            |  |  |
| Disb #                                                                                                                          | Seq #          |      |                 | Date Gr       | oss Amount           | Net Amount               |  |  |
|                                                                                                                                 |                |      |                 |               |                      |                          |  |  |
| BLUE, BILL B<br>99999999915G99999001<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                           |                |      | \$2,000         | \$21          | \$0                  | \$1 <b>,</b> 979         |  |  |
|                                                                                                                                 | 1              | D    | 01/02           | /2015         | \$100<br>\$0         |                          |  |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                                         | XXX            |      |                 |               |                      |                          |  |  |
| 1<br>999999999015G99999001                                                                                                      |                |      |                 | /2015<br>\$21 | \$100<br>\$0         | \$96<br>\$1 <b>,</b> 979 |  |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                                         | XXX            |      |                 | /2015         | \$100                |                          |  |  |
|                                                                                                                                 |                |      |                 |               |                      |                          |  |  |
| WHITE, WILLIAM W 99999999915G99999001 XXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                              |                |      | \$2,000         | \$21          | \$0                  | \$1,979                  |  |  |
| 1<br>999999999915G99999002                                                                                                      |                |      |                 | /2015<br>\$21 | · ·                  |                          |  |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                                          |                | D    | 01/10           | /2015         | \$100                | \$96                     |  |  |
| 999999999015G99999001<br>xxxxxxxxxxxxxxxxxxxxxxxxxxxxx                                                                          | Booked         |      |                 |               |                      |                          |  |  |
| 1                                                                                                                               |                | D    | 01/15           | /2015         | \$100                | \$96                     |  |  |
| DED DHONDY D                                                                                                                    |                |      |                 |               |                      |                          |  |  |
| RED, RHONDA R<br>999999999815G99999001                                                                                          |                |      | \$100           | \$1           | \$0                  | \$99                     |  |  |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                                          |                | D    | 01/15           | /2015         | \$100                | \$96                     |  |  |
| 999999999815G99999002<br>xxxxxxxxxxxxxxxxxxxxxxxxx                                                                              |                |      | \$2,000         | \$20          | \$0                  | \$1,979                  |  |  |
|                                                                                                                                 | 1<br>Booked    |      |                 | /2015<br>\$20 |                      | \$96<br>\$1 <b>,</b> 979 |  |  |
|                                                                                                                                 |                | D    | 01/20           | /2015         | \$100                | \$96                     |  |  |
|                                                                                                                                 |                |      |                 |               |                      |                          |  |  |
|                                                                                                                                 |                |      |                 |               |                      |                          |  |  |

Below is an example of a SAS Loan and Disbursement Detail (Disbursement Detail Included) – Filtered for Booked Only, Page 2:

| Report Date: 02/02/2015 U.S. DEPARTMENT OF EDUCATION PAGE: 2 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2014-2015 SAS Loan and Disbursement Detail |                       |                              |                                 |  |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------|---------------------------------|--|--|--|--|
| Sort by: Loan ID THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT ************************************                   |                       |                              |                                 |  |  |  |  |
| Date Range: 01/01/2015 to 01/                                                                                                                     | 31/2015               |                              |                                 |  |  |  |  |
| School Code: G99999                                                                                                                               | Booked Status: Booked |                              |                                 |  |  |  |  |
| End Date: 01/31/2015                                                                                                                              | Loan Type: All        |                              |                                 |  |  |  |  |
| Student's Name PLUS Borrower's Name Loan ID Servicer                                                                                              | Record<br>Type        | Gross Fee<br>Amount Amount   | Int Rebate Net<br>Amount Amount |  |  |  |  |
| Disb #                                                                                                                                            | Seq #                 | Type Disb Date G             | ross Amount Net Amount          |  |  |  |  |
| BLACK, BRENDA B 99999999915G99999001 XXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                                  | XXXX                  |                              |                                 |  |  |  |  |
| 999999999915G99999002<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                                           | Booked                | \$2,000 \$21                 | \$100 \$96<br>\$0 \$1,979       |  |  |  |  |
| 1<br>999999999015G99999001<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                                                                       | Booked                | D 01/22/2015<br>\$2,000 \$21 |                                 |  |  |  |  |
|                                                                                                                                                   | 12<br>0<br>28<br>12   | \$22,100                     | \$100 \$96                      |  |  |  |  |
|                                                                                                                                                   | 21,876                |                              |                                 |  |  |  |  |

# Disbursement Measurement Tool Report (EDExpress Schools Only)

This report is for EDExpress schools only. It monitors the disbursement process by calculating and averaging the actual process time from entry of actual disbursements, to sending the actual disbursements in a document to the COD System, and to booking the loan. The report compares the average number of days elapsed to your tolerances, or guidelines, in DL Tools System Setup. You can compile an Actual Disbursement Measurement Report with subtotals and totals for the records in the list. This report also contains the Student's Name, PLUS Borrower's Name, Disbursement Date/#/Type/Seq, Batched Date and Days Elapsed, Booked Date, and Days Elapsed.

An EDExpress database connection is required.

The names of all PLUS borrowers for each dependent student print on the Disbursement Measurement Tool report. For example, if a dependent student has one PLUS loan with the mother as the borrower and another PLUS loan with the father as the borrower, the report prints the names of both the mother and the father.

Below is an example of a Disbursement Measurement Tool Report, Page 1.

| Report Date: 02/02/2015<br>Report Time: 12:01:01                                                                                              | 2015 U.S. DEPARTMENT OF EDUCATION 1:01 DIRECT LOAN TOOLS - 2014-2015 Disbursement Measurement Tool Report |                        |                              |           |                           | 1 |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|------------------------|------------------------------|-----------|---------------------------|---|--|
| (ALL RECORDS)  Sort: Last Name THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  *********************************** |                                                                                                           |                        |                              |           |                           |   |  |
| Date Range: 01/01/2015 t                                                                                                                      | Tolerance                                                                                                 | (Disburse              | d to Batche                  | ed): 0    |                           |   |  |
| School Code: G99999                                                                                                                           | Tolerance (Disbursed to Booked): 0                                                                        |                        |                              |           |                           |   |  |
|                                                                                                                                               | Disbursement<br>Date/#/Type/Seq                                                                           | Batched<br>Date        | Disb/Batc<br>Days<br>Elapsed | Booked Da | isb/Bked<br>ays<br>lapsed |   |  |
| DENIM, DONALD A.                                                                                                                              |                                                                                                           |                        |                              |           |                           |   |  |
| COPPER, CALVIN<br>999999999915G99999001                                                                                                       | 01/01/2015 1 D 01                                                                                         | 01/02/201              | 5 1                          | 01/05/201 | 5 5                       |   |  |
| 999999999515G99999001                                                                                                                         | 01/02/2015 1 D 01<br>01/10/2015 1 A 02                                                                    | 01/05/201<br>01/15/201 |                              | 01/15/201 | 5 13                      |   |  |
| 999999999U15G99999001                                                                                                                         | 01/02/2015 1 D 01<br>01/20/2015 2 D 01<br>01/22/2015 2 A 02                                               | 01/22/201              | 5 2                          |           | 30*                       |   |  |
| RED, REID I.<br>BLUE, BELLA                                                                                                                   |                                                                                                           |                        |                              |           |                           |   |  |
| 999999999P15G99999001                                                                                                                         | 01/05/2015 1 D 01<br>01/21/2015 1 A 01                                                                    |                        |                              | 01/23/201 | 5 18                      |   |  |
| 999999999515G99999001                                                                                                                         | 01/20/2015 1 D 01<br>01/21/2015 2 D 01<br>01/27/2015 2 A 02                                               | 01/26/201              | 5 5                          | 01/26/201 | 5 6                       |   |  |
| GREEN, GREG G.<br>999999999915G99999001                                                                                                       | 01/20/2015 1 D 01<br>01/26/2015 2 D 01                                                                    |                        |                              | 01/22/201 | 5 2                       |   |  |
| ZANY, ZOEY I.<br>999999999915G99999001                                                                                                        | 01/20/2015 1 D 01<br>01/23/2015 2 D 01                                                                    |                        |                              | 01/22/201 | 5 2                       |   |  |

Below is an example of a Disbursement Measurement Tool Report, Page  $2 \cdot$ 

```
Report Date: 02/02/2015 U.S. DEPARTMENT OF EDUCATION Report Time: 12:01:01 DIRECT LOAN TOOLS - 2014-2015
                                                                          PAGE: 2
                        Disbursement Measurement Tool Report
                             (ALL RECORDS)
                                                                      Sort: Last Name
       THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
Date Range: 01/01/2015 to 01/31/2015 Tolerance (Disbursed to Batched): 0
School Code: G99999
                                           Tolerance (Disbursed to Booked): 0
Student's Name
                                                     Disb/Batched Disb/Bked
                       Disbursement Batched Days Booked Days
Date/#/Type/Seq Date Elapsed Date Elapsed
PLUS Borrower's Name
 Loan ID
Recommended Tolerance (Disbursed to Batched):
Recommended Tolerance (Disbursed to Booked):
Total Number of Grad PLUS Disbursement Records:
Average Days Elapsed (Disbursed to Batched):
                                                   1.00
Average Days Elapsed (Disbursed to Booked):
                                                   2.00
Total Number of PLUS Disbursement Records:
Average Days Elapsed (Disbursed to Batched):
                                                  2.33
Average Days Elapsed (Disbursed to Booked):
                                                  10.00
Total Number of Subsidized Disbursement Records: 7
Average Days Elapsed (Disbursed to Batched):
                                                  2.29
Average Days Elapsed (Disbursed to Booked):
Total Number of Unsubsidized Disbursement Records: 3
Average Days Elapsed (Disbursed to Batched): 6.33
Average Days Elapsed (Disbursed to Booked):
                                                  30.00
Total Number of Disbursement Records:
                                            3.23
11.67
Average Days Elapsed (Disbursed to Batched):
Average Days Elapsed (Disbursed to Booked):
* - Current Date Used
```